

Frequently Asked Questions

FOR EVENTS AT THE PRINDLE INSTITUTE

How do I book a room at the Prindle Institute?

1. Request event authorization. DePauw Faculty, Staff, and Students should use [this form](#). Community Members external to DePauw should contact Accounts and Events Manager, Brian Cox via email at briancox@depauw.edu.
2. Contact prindleinstitute@depauw.edu to determine whether the room(s) requested are available on the requested date.

After the event is approved, the requester should:

- Reserve the room(s) on e-Services.
- Contact [Jamie Sibbitt](#) (DPU Facilities Management) to discuss set-up needs.
- Contact [DPU Media Staff](#) to discuss media and technology needs.
- Arrange for catering if needed.

A representative from the Prindle Institute will arrange for your DePauw ID card to have gate and door swipe access at the appropriate times.

What spaces are available at the Prindle Institute?

- Prindle Auditorium (165): Seats up to 115; lecture-style layout
- Great Room (136): Seats up to 100; configurable layout
- Conference Rooms (135 South, 138 North): Seats up to 20; board-style layout
- Classroom (152): Seats up to 20; configurable layout
- Bartlett Reflection Center spaces can be reserved by contacting [Jamie Sibbitt](#) (Facilities Management).

What technology and support is available in Prindle Institute spaces?

- All class and conference rooms are fully-equipped for audio-visual needs, and video conferencing setups for hybrid meetings and events are available. The Prindle Auditorium has a high-resolution projector and screen available for meetings and events, and both the Auditorium and Great Room have built in microphones and amplification systems available.
- To make use of any of this technology, or to secure permission to capture video in any area of the Prindle Institute, please contact [DPU Media Staff](#).

Can I serve food or drinks?

- You can arrange to have refreshments catered by Bon Appétit or a catering service of your choice. Only licensed catering companies are authorized to use the commercial kitchen at the Prindle Institute. Food and beverages are not allowed in the Prindle Auditorium.
- Please contact [Jamie Sibbitt](#) (Facilities Management) to request the appropriate furniture arrangements for your event.
- Please ensure that the kitchen is clean when the catering service leaves. No leftover food or garbage should be left in the kitchen after your event is over.

Do I need to lock the building when I leave?

- After hours, the doors are locked electronically. Please ensure that all of the doors are completely closed when you leave.

If the gates are closed, how can I get out?

- The exit gate will automatically open when your vehicle gets close enough.

What if I need extra tables or chairs, or a particular furniture arrangement?

- Contact [Jamie Sibbitt](#) (Facilities Management) to request the appropriate setup for your event. If you need tablecloths or skirting, you must also request these from Facilities. Please do not move furniture yourself at the Prindle Institute.

Where can guests park on the Prindle Institute campus?

- Accessible parking spaces are located at the top level of our parking area. All other vehicles should park at the lower level lot and use the attached footpath to approach the building.

What if I need to cancel my event?

- If you need to cancel your event, please ensure that you delete the event from e-services and contact the Prindle Institute to notify our staff of your cancellation.